

Petty Cash Receipt

This **petty cash receipt** documents employee travel expenses, ensuring accurate reimbursement and financial tracking. It provides a detailed record of incurred costs related to transportation, meals, and lodging during business trips. Utilizing this receipt helps maintain transparency and accountability in expense management.

Receipt No.: _____

Date: ____ / ____ / ____

Employee Name: _____

Department: _____

Business Purpose: _____

Date	Description	Type	Amount (USD)
____ / ____ / ____	Flight ticket	Transportation	_____
____ / ____ / ____	Hotel accommodation	Lodging	_____
____ / ____ / ____	Lunch with client	Meals	_____
Total			_____

Employee Signature: _____

Date: ____ / ____ / ____

Approver Signature: _____

Date: ____ / ____ / ____

Attach original receipts and submit to the finance department for processing.